

अण्डमान तथा Andaman And



निकोबार राजपत्र Nicobar Gazette

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No.235, Port Blair, Thursday, October 24, 2013

ANDAMAN AND NICOBAR ADMINISTRATION CHIEF PAY AND ACCOUNTS OFFICE

NOTIFICATION

Port Blair, dated the 24th October, 2013.

No. 232/2013/F. No. D-2(11)/AB/Estt./2005.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution read with the Government of India, Ministry of Home Affairs, Notification No. 14/3/60-ANL dated 11.4.1960 and in supersession of Andaman and Nicobar Administration Notification No. 150/2010/F. No. D-2(11)/AB/Esst./2005 dated 29.06.2010 published in the Andaman and Nicobar Administration Gazette Extraordinary No. 164 dated 29.06.2010, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the Group 'C' posts of Multi-Tasking Staff in the Chief Pay & Accounts Organisation, Andaman and Nicobar Administration, namely :-

1. Short title and commencement :

- (1) These rules may be called the Andaman and Nicobar Accounts Service (Group 'C') Recruitment Rules, 2013.
- (2) The Rules shall come into force on the date of its publication in the Official Gazette.

2. Number of posts, classification and scale of pay :

The number of the said posts, their classification and the scale of pay attached thereto, shall be as specified at paras 2 to 4 of the Schedule annexed to these rules.

3. Method of recruitment, age limit, qualifications etc. :

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in paras 5 to 14 of the said Schedule.

4. Disqualifications :

No person —

- a) Who has entered into or contracted a marriage with a person having a spouse living, or
- b) Who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post :

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, may, if satisfied that such a marriage is permissible under the personal law applicable to such persons and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these rules.

5. Power to relax :

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, is of opinion that it is necessary or expedient to do so, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. Savings :

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Sd./-
(Lieutenant Governor),
 Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-
(Rajesh Puri)
 Director of Accounts & Budget

SCHEDULE

Recruitment Rules For The Post Of Multi-Tasking Staff

1.	Name of post	Multi-Tasking Staff
2.	No. of post(s)	15 (Fifteen) * 2013 * (Subject to variation dependent on workload)
3.	Classification	General Central Services (Group 'C'), Non-Gazetted, Ministerial
4.	Pay Band and Grade Pay/ Scale of Pay	PB-1 Rs. 5200-20200 + Grade Pay Rs. 1800
5.	Whether selection or non-selection post ?	Not applicable
6.	Age limit for direct recruits	For male : 18 – 33 years For female : 18 – 38 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Government). Note : The crucial date for determining the age limit shall be the closing date for receipt of name/ application from applicants. In case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall be the last date upto which Employment Exchange is asked to submit the names.
7.	Educational and other qualifications required for direct recruits	Essential : Must have passed the Secondary School Examination (X th Standard) from a recognized Board/Institution. Desirable : a) Training in Basic and Refresher Courses in Home Guard and Civil Defence. b) Knowledge of Hindi or English. c) Ability to ride Bicycle.
8.	Whether age and educational qualifications required for direct recruits will apply in the case of promotees ?	Not applicable
9.	Period of probation, if any	2 (Two) years

10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not applicable
12.	If a DPC exists, what is its composition ?	<u>Group 'C' Post DPC (for Confirmation) consisting of</u> 1. Principal Secretary (Finance) - Chairman 2. Director of Accounts & Budget - Member 3. One Senior Accounts Officer of CPAO - Member 4) Deputy Secretary (Law) - Member
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14.	Job Description	Attached as Annexure to Schedule

Annexure to Schedule

Job description in respect of the post of Multi-Tasking Staff, CPAO, Port Blair

1. Physical maintenance of records of the office.
2. Photocopying, sending FAX, etc.
3. Carrying of files and other papers, daks, etc. in the office.
4. Delivery of daks to various offices (out side CPAO or PAO building).
5. Watch and Ward duties.
6. Opening and closing of rooms.
7. General cleanliness and upkeep of the office.
8. Sweeping and Cleaning of building, rooms, fixtures and dusting of furniture etc.
9. Upkeep and cleaning of parks, lawns, potted plants, garden etc.
10. Driving of vehicles, if in possession of valid driving license.
11. Other non-clerical works in the Office/Section/Unit.
12. Assisting in routine office work like diary, dispatch etc. including on computer.
13. Any other work assigned by the superior authorities.